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Personnel

**AMN/NCO/SNCO/CGO QUARTERLY/ANNUAL
AWARDS**

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This operating instruction describes eligibility and selection board procedures for the administration of the AFMC Headquarters Squadron's Recognition Program.

1. Policy. The AFMC Headquarters Squadron Commander and the Commander's Support Staff administer these awards programs. It applies to all active duty enlisted personnel and CGOs assigned to the AFMC Headquarters Squadron, including those assigned to directorate detachments and operating locations.

2. Period for Consideration. The periods for the quarterly programs are: 1 January through 31 March; 1 April through 30 June; 1 July through 30 September, and 1 October through 31 December. The period for the annual program is 1 January through 31 December.

3. Eligibility:

3.1. AFMC Headquarters Squadron's quarterly/annual awards programs are established to recognize those personnel assigned to the Headquarters Squadron. Members who have a UIF or are on Phase I of the Weight Management Program are ineligible for any of the award programs for the time period where there were quality force indicators.

3.1.1. Any active duty airman (E-1 through E-4) assigned to any directorate of AFMC Headquarters Squadron is eligible for nomination for the AFMC Headquarters Squadron's Airman of the Quarter/Year.

3.1.2. Any active duty NCO (E-5 or E-6) assigned to any directorate of AFMC Headquarters Squadron is eligible for nomination for the AFMC Headquarters Squadron's NCO of the Quarter/Year.

3.1.3. Any active duty SNCO (E-7 through E-9) assigned to any directorate of AFMC Headquarters Squadron is eligible for nomination for the AFMC Headquarters Squadron's SNCO of the Quarter/Year.

3.1.4. Any active duty CGO (O-1 through O-3) assigned to any directorate of AFMC Headquarters Squadron is eligible for nomination for the AFMC Headquarters Squadron's CGO of the Quarter/Year.

3.1.5. Competition is in the category for the grade held the longest period of time during the nomination period.

4. Special Procedures for Team Wright-Patt Quarterly/Annual Awards Programs:

4.1. The AFMC Headquarters Squadron's quarterly award selectees will be submitted as the AFMC Headquarter Squadrons' nominee for the Team Wright-Patt quarterly/annual program.

4.2. AFMC Headquarters Squadron's selectees assigned to detachments or operations locations are ineligible for nomination for the Team Wright-Patt quarterly/annual program.

5. Nomination Quotas. AFMC Headquarters Squadron's directorates may submit one nomination for each category (Amn, NCO, SNCO, CGO). Nominations from detachments/operating locations must compete through their respective directorate.

6. Nominations. Suspense dates will be published annually and distributed in December.

7. Responsibilities:

7.1. AFMC Headquarters Squadron directorates may nominate eligible personnel to the Commander's Support Staff as per paragraph 5. Nominees may only be excused from the personal appearance portion of the quarterly/annual board for emergency or convalescent leave, official TDY, or due to their assignment to a detachment/operating location. A VTCN session may be arranged, if desired, however, it must be arranged before the assigned board date. If a VTCN session cannot be accommodated, the excused nominees will receive the average score for all nominees' personal appearances. Boards will not reconvene for individuals who are unable to meet the board at their designated time.

7.2. The AFMC Headquarters Squadron Commander's Support Staff will:

7.2.1. Monitor and serve as the focal point for the quarterly/annual awards programs.

7.2.2. Widely publicize the AFMC Headquarters Squadron's quarterly/annual awards program to each AFMC Headquarters Squadron's directorate.

7.2.3. Ensure each nomination meets the guidelines established by this instruction. Nominations incorrectly formatted will be returned for reaccomplishment.

7.2.4. Establish board convening dates.

7.2.5. Advertise for volunteers and select board members.

7.2.6. Provide each board member a copy of the nomination packages for review before the board convenes.

- 7.2.7. Notify each nominee/supervisor/executive officer of the board, date, time, place.
- 7.2.8. Prepare minutes for signature by the board president and approval by the AFMC Headquarters Squadron Commander.
- 7.2.9. Procure the momentos for all AFMC Headquarters Squadron quarterly/annual awards programs.
- 7.2.10. Establish an appropriate presentation ceremony for quarterly/annual award selectees.

8. Selection Boards:

- 8.1. The quarterly/annual selection boards will be comprised as follows:
 - 8.1.1. The Airman/NCO/SNCO board will consist of three senior NCOs; the board president will be a chief master sergeant.
 - 8.1.2. The CGO board will consist of three field grade officers; the board president will be a lieutenant colonel or higher.
- 8.2. All nominees will be asked two opinion questions by each board member. Questions are limited to issues affecting the Air Force. Board members will reach a consensus by evaluating each nominee using the point system and rating factors given to each board members. Board members will provide written feedback on the content of nomination package/personal appearance to improve future submissions.
- 8.3. The junior member, along with Commander's Support Staff POC, will serve as recorders.
- 8.4. All board members are voting members.
- 8.5. Uniform for nominees and board members is service dress.
- 8.6. All selections must be approved the AFMC Headquarters Squadron Commander; therefore, board members will not discuss board proceedings until after formal notifications of selections are made.

9. Awards and Honors:

- 9.1. The AFMC Headquarters Squadron Commander presents awards to the Quarterly Award selectees.
- 9.2. AFMC/CV, or designated representative, presents awards to the Annual Award selectees.
- 9.3. The quarterly/annual selectees receive a 4-day pass and special momento. All other nominees receive a 1-day pass.

BENJAMIN C. ANGUS, Major, USAF
Commander, AFMC Headquarters Squadron

Attachment 1**NOMINATION FORMAT REQUIREMENTS FOR ENLISTED AND CGO QUARTERLY/
ANNUAL AWARDS**

A1.1. Nominations for AFMC Headquarter Squadron's quarterly and annual awards will be submitted on AF Form 1206, **Nomination for Award**, in bullet format using 12-point font size. Nominations are limited to one page for quarterly awards and two pages for annual awards. Print AF Form 1206s for annual awards front to back and head-to-head. Nominations should include specific facts and achievements that occurred during the nomination period. All original nominations must be submitted with four copies. Nominations will not contain classified information. The following categories will be addressed in nominations:

- **Leadership and Job Performance in Primary Duty.** The member's leadership and job performance in their primary duty, including the development of new techniques, must contribute significantly to increased mission effectiveness during the period of nomination.
- **Significant Self-Improvement.** The member must show this improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, etc., during the nomination period.
- **Base/Community Involvement.** The member must contribute to the military or civilian community's welfare, morale or status during the nomination period.

Attachment 2

SCORING PROCEDURES FOR QUARTERLY/ANNUAL NOMINATION PACKAGES

A2.1. All nomination packages will be scored as follows (maximum 100 points):

A2.2. Score from AF Form 1206, Nomination for Award (maximum 80 points)

A2.2.1. Leadership and Job Performance in Primary Duty: maximum of 40 points.

A2.2.2. Significant Self-Improvement: maximum of 20 points.

A2.2.3. Base/Community Involvement: maximum of 20 points.

A2.3. Score from personal interview (maximum 20 points):

A2.3.1. Appearance/Military Bearing: maximum of 10 points.

A2.3.2. Ability to Articulate: maximum of 10 points.